

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, February 5, 2020

4:00 p.m. - Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the February 5th, 2020 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the January 8, 2020 meeting Minutes.

V Public Comment on Agenda Related items

At this time the Chair will ask if there are any public comments.

VI New Business

- None

VII Old Business

- MHPN Update
- Permit Form Update

Permit Review

At this time the Commission may take action to close out any outstanding permits.

VIII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

IX Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

X Reports

DDA Executive & Economic Development Director
Museum Curator/Museum Director
Planning & Zoning Administrator

XI Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XII Adjournment

HISTORIC DISTRICT COMMITTEE

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

January 8, 2020

A meeting of the 2020 Historic District Committee was held on Wednesday, January 8, 2020 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:57 by Chair Trucks.

Members Present: William Connor, Dick Albee, Ron Helmboldt, Dennis Otto and Lee Trucks

Members Absent: none

Others: Kyle Storey (City Zoning), Mark Fedder (City Museum), and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

Mr. Storey wished to amend the agenda with Election of Officers to be moved under New Business, the first item.

MOTION by Commissioner Connor, seconded by Commissioner Helmboldt to approve the Agenda as amended.

With a voice vote motion passed 5 to 0.

APPROVAL OF MINUTES

MOTION by Commissioner Connor, seconded by Commissioner Otto to approve the December 4, 2019 minutes as presented.

With a voice vote motion passed 5 to 0.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Commissioner Albee inquired about the reporting of updated permits. Mr. Storey stated the report is under Staff Reports.

There was no public comment.

NEW BUSINESS

Election of Officers

Chair Trucks opened the election of officers.

Chair:

Chair Trucks turned the meeting over to Mr. Storey for the election of the 2020 Chair.

MOTION by Dick Albee, seconded by Bill Connor to nominate Lee Trucks as Chair.

With a roll call vote, votes were as follows.

For Lee Trucks: Albee, Connor, Otto and Helmboldt

Mr. Trucks abstained from voting.

Mr. Trucks will be the HDC 2020 Chair.

Vice Chair:

Mr. Storey turned the meeting over to Chair Trucks. The election of the 2020 officers continued.

MOTION by Bill Connor, second by Ron Helmboldt to nominate Dick Albee for Vice Chair.

With a Roll Call vote, the votes were as follows:

For Dick Albee: Trucks, Connor, Otto and Helmboldt

Mr. Albee abstained from voting.

Mr. Albee will be the HDC 2020 Vice Chair.

Secretary:

MOTION by Bill Connor, seconded by Dick Albee to nominate Ron Helmboldt as Secretary.

With a Roll Call vote, the votes were as follows:

For Helmboldt: Connor, Albee, Otto and Trucks

Mr. Helmboldt abstained from voting.

Mr. Helmboldt will be the HDC 2020 Secretary.

Recording Secretary:

MOTION by Bill Connor, seconded by Dick Albee to nominate Nancy Baker as Recording Secretary.

With a Roll Call vote, the votes were as follows:

For Nancy Baker: Connor, Albee, Otto, Helmboldt and Trucks

Ms. Baker will be the HDC 2020 Recording Secretary.

Guardian Angels-National Registry of Historic Places

Mr. Storey stated the Guardian Angels Catholic Church has applied for the National Register of Historic Places. The Michigan State Historic Preservation office is requesting the City HDC and the Zoning Administrator consider the nomination in placing the church on the National

Register of Historic Places. Mr. Storey reviewed the Standard of Integrity and the Criteria of Significance. He stated these items must be met.

MOTION by Bill Connor, seconded by Dick Albee that the Commission support the property of the Guardian Angels Catholic Church to be placed on the national registry and that it meets the Standard of Integrity.

With a Roll Call vote, the votes were as follows:

Yes: Albee, Connor, Helmboldt, Otto and Trucks

No: none

Mr. Storey stated that staff will look at the Criteria of Significance and will move forward with completing the registration form as requested by SHPO.

OLD BUSINESS

Permit Review

Mr. Storey gave an update on the Outstanding Permits.

337 River Street: Ms. Lipon has made no contact regarding this permit. There is no exterior work being done. The permit has expired. The Commission considers this permit closed. The owner will be required to apply for a permit if they wish to do building restoration.

100 Washington Avenue: Ms. Deponio's permit. Mr. Storey stated only interior work is being done. There is no exterior work being done. The permit has expired. The Commission considers this permit closed. The owner will be required to reapply for a permit if exterior work is to be done.

432 River Street: Mr. Storey stated the Elks Lodge painting has begun.

347/349 River Street: has an open permit and restoration/renovation work is visibly occurring.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

None

CORRESPONDENCE

Mr. Storey read a correspondence letter received from Kendra Thompson, architect. She is in support of the Guardian Angels Catholic Church nomination and they should be considered for placement on the state historic registry. It is very important for the preservation of the church and the history of our area.

STAFF REPORTS

Permits Fees

Mr. Storey stated the City Council considered and approved the change of the permit fee to \$50. The forms will be changed to reflect the fee change. A permit template will be presented at the next meeting. The timeline of the permit will be contingent on the type of work.

Determining a permits length was discussed along with extension or reapplying for a permit which will require coming before the HDC. Mark Fedder stated the museum has given approval

on some small matters such as painting, awnings, signage etc. This has made it easier for the applicant so not every small project has to be brought before the HDC. The applicant will be informed that bigger projects must come before the HDC for approval. Permits will not be issued without the completion of the permit form, the proper approval and the submission of the fee payment.

MHPN Membership

Mr. Story stated the budget allowed for each HDC member to become a member of the MHPN. Ten members can be signed up. Staff was also able to sign up because of the numbers allowed. Membership should be completed by the next meeting.

By-Laws Review

Chair Trucks asked the HDC members for any comments or changes to be made to the By-Laws. There were none. The By-Laws stand as written.

MEMBERS DISCUSSION

Mr. Connor stated he will be absent for the February 5th meeting.

ADJOURNMENT

MOTION by Commissioner Otto, seconded by Commissioner Albee to adjourn. The meeting was adjourned at 4:40 pm

2020 Historic Study Review Committee



Nancy Baker, Recording Secretary

MICHIGAN HISTORIC PRESERVATION NETWORK



January 14, 2020

City of Manistee Historic District Commission
Attention: Kyle Storey
395 Third Street
Manistee, MI 49660

Dear Kyle:

Thank you and welcome to the Michigan Historic Preservation Network (MHPN)! We're delighted that you have joined the MHPN at the **\$150 Historic District Commission Level**. In so doing, you join hundreds of other individuals and organizations around the state who share your enthusiasm and commitment to Michigan communities and their heritage. Since our founding in 1981, MHPN has been committed to one goal – *recognizing and preserving Michigan's rich cultural and architectural heritage*.

During the past year, members have helped MHPN:

- Present the inaugural Living Trades Academy, teaching traditional building trades such as carpentry, plaster repair and wood window restoration.
- Provide training to Historic District Commissions and technical workshops to more than a dozen communities throughout Michigan.
- Coordinate "Vacant, Not Blighted," a walking tour and finance fair.
- Host a "Block Build" to assist with repairs of a historic home.
- Support four preservation projects through MHPN's loan funds.

As a member of MHPN, you are subscribed to our quarterly newsletter and included in our email communications about important issues across the state. You are also invited to attend our annual conference at a discounted rate, participate in our annual fall benefit and join in other activities and events. You can stay in touch via Facebook [@mhpn.org](#) or Twitter [@mihpn](#) and contact us with any questions related to your membership at membership@mhpn.org.

Our members are the visible embodiment of our commitment to community vitality in Michigan. It is with your help that our organization grows and flourishes. We thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark A. Rodman".

Mark A. Rodman
Executive Director

A handwritten signature in black ink, appearing to read "Andrew Fegan" with a flourish below it.



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 1/29/2020

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: HDC Permit Form Updates

Dear Commissioners,

The Historic District Commission has set a fee schedule of \$50 for Permits pertaining to the Historic District. Please find templates of these forms following this memo.

Let me know your thoughts pertaining to this and have any edits you see ready to discuss at February 5th meeting.

Thank you,

A handwritten signature in black ink, appearing to read 'KStorey'.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



Application for Certificate of Appropriateness Historic District Commission A Step-By-Step Guide

Façade Improvement Projects - Applications must be received **at least 10 days** prior to a regularly scheduled meeting. Approval is conditional upon meeting the requirements of the State Building Code. It is recommended to:

- Consult with staff at the Manistee County Historical Museum for design input
- Review [Guidelines](#) that are applicable to the proposed project
- Consult with the Historic District Commission via the Request for Design Assistance

- 1**
↓
Introductory Meeting with Staff or Museum Director/Curator - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2**
↓
Submission of Application – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request **and \$50 payment (Checks made payable to 'City of Manistee')**.
- 3**
↓
Meeting – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
- 4**
Permit – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



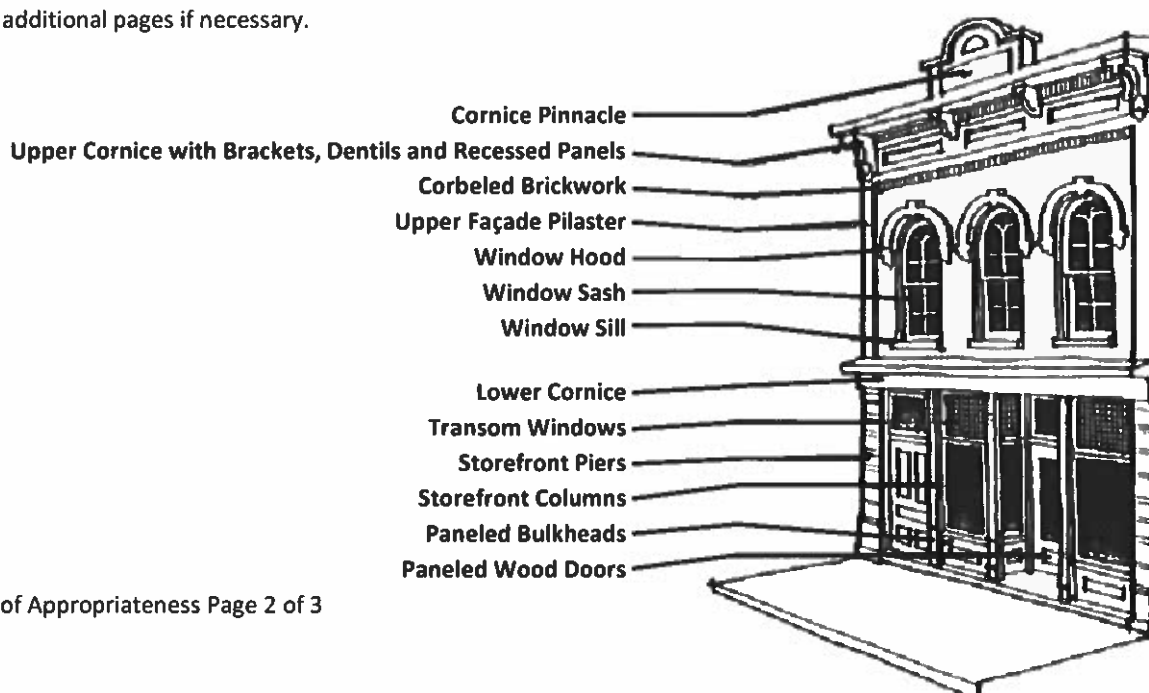
Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Application for a Certificate of Appropriateness

Standards		
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>		
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>		
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>		
Submission of Application		
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>		
Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Application Requirements		
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.</p> <p>Paint colors, Signage and Awnings are approved under a separate application.</p> <p>The Historic District Commission requires a copy of the Building Plans for review and for file.</p>		
<input type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.	
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project _____			
Proposed Start Date _____		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i>			
Applicant Signature: _____		Date: _____	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt # _____	
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

Example:

- ☐ Cornice Pinnacle: N/A
- ☒ Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- ☒ Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

<input type="checkbox"/> Cornice Pinnacle	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Upper Cornice	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Corbeled Brickwork	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Upper Façade Pilaster	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Window Hood	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Upper Windows	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Lower Cornice	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Transom Windows	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Storefront Piers	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Storefront Columns	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Paneled Bulkhead	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> First Floor Windows	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Doors	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<input type="checkbox"/> Other	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>



Paint Color Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Paint Colors - New color schemes following the requirements of [Guideline #6](#) - Painting may be approved by the Museum Director or Curator. The Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at their discretion.

- 1**
↓
Introductory Meeting with Staff or Museum Director/Curator - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2**
↓
Submission of Application – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
- 3**
Request Approved – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Paint Colors Application for a Certificate of Appropriateness

Please Print

Submission of Application		
<p>New color schemes following the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> guidelines may be approved by the Manistee County Historical Museum Director or Curator. The Manistee County Historical Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.</p> <p>Color schemes that do not follow the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> must be approved by the Historic District Commission.</p>		
Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
Authorization		
<p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i></p>		
Applicant Signature: _____ Date: _____		
<input type="checkbox"/> Paint Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #
Signature: _____ Date: _____		

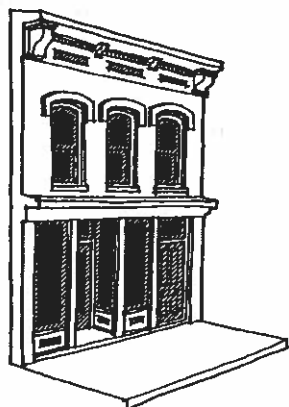
Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.

Painting Plan	
Property Address:	Owner:



Base Color			
In general, the base color is the color of the basic facade wall. Often this color is the natural appearance of the masonry. When painted, the base color should relate harmoniously with that of other facades on the street.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached

Major Trim Color			
The major trim color is used on the construction and decorative elements which define the facade. This color should be used on both the upper facade and storefront to tie the facade together as a whole.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Minor Trim Color			
The minor trim color(s) are used primarily as an accent to highlight the architectural details of the facade. Elements such as window sash and doors can be emphasized. Care should be taken in choosing additional colors in a scheme.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Process for Signage/Awning Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Awnings - Awning material and dimensions must be approved by the Museum Director or Curator. Requests for Awnings that do not meet the requirements of [Guideline #1 - Awnings](#) will be forwarded to the Historic District Commission for review. If the Awning includes signage the applicant must follow the requirements for Signage. A Building Permit must be obtained prior to installation.

Signage - Signage within the Historic District requires an approved Sign Permit. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. Only after a Sign Permit has been issued will the request be reviewed by the Museum Director or Curator. Requests that do not meet the requirements of [Guideline #2 - Signage](#) will be forwarded to the Historic District Commission for review. In that event the Museum Director or Curator may permit temporary signage to be installed. Projecting Signs require a Building Permit prior to installation.

- 1**
↓
Introductory Meeting with Staff or Museum Director/Curator - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2**
↓
Submission of Application – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
- 3**
Request Approved – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Signage – Awnings
Application for a Certificate of Appropriateness
Please Print

Submission of Application			
Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation.			
Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.			
Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:		Cell#:	e-mail:
Name of Contractor (if applicable):			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Sign Plan Requirements			
<input type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.		
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)		
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)		
Authorization			
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i>			
Applicant Signature: _____		Date: _____	
By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.			
<input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Signature: _____		Date: _____	



Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request **and \$50 payment (Checks made payable to 'City of Manistee')**.
↓
- 3** **Meeting** – Applicant will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.

Applicant will complete an application for a [Certificate of Appropriateness](#).

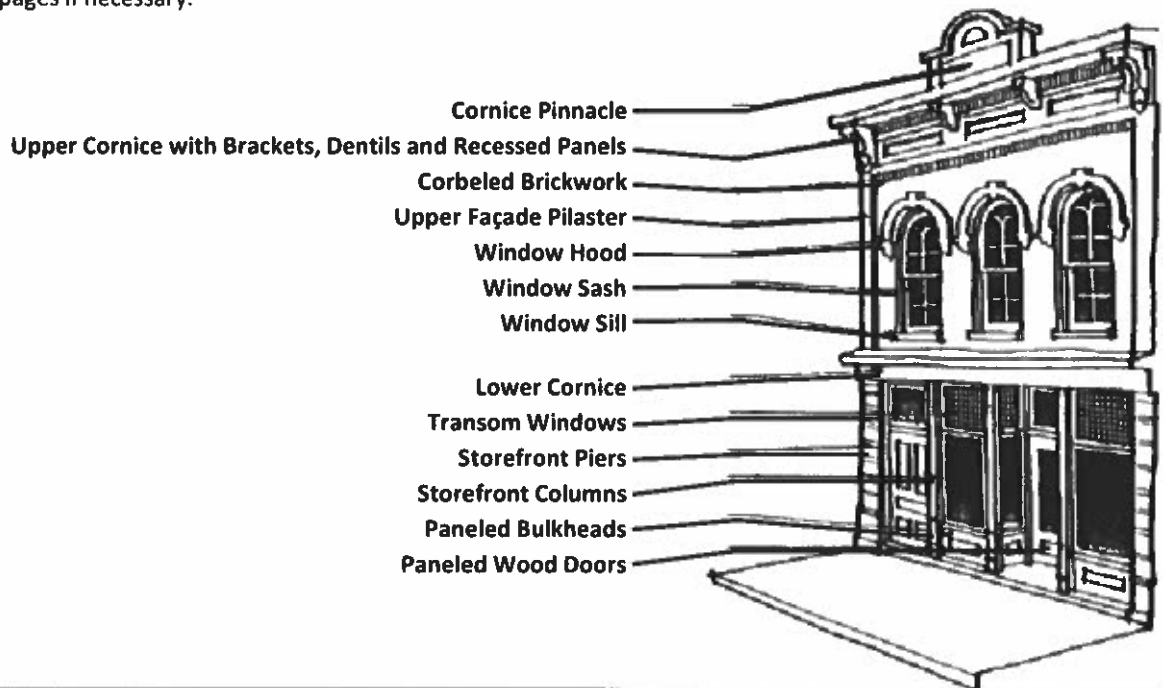


Request for Design Assistance

[illegible]

Design Assistance

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example	
<input type="checkbox"/> Cornice Pinnacle:	<u>N/A</u>
<input checked="" type="checkbox"/> Upper Cornice	<u>Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.</u>
<input checked="" type="checkbox"/> Corbeled Brickwork	<u>Clean using method prescribed in Preservation Brief #1</u>
<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



Process for Application for Demolition Historic District Commission A Step-By-Step Guide

The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building following [Guideline #12 - Demolition](#). Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
↓
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
↓
- 4** **Historic Record Information** – If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.
↓
- 5** **Permit** – Staff will process permit and necessary paperwork.

Applicant is required to obtain a building Permit from the [Building Inspector](#).



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Application for Demolition

Please Print

Standards		
<p>The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building. The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs.</p>		
<p>Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.</p>		
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits or do not wish to pursue tax credits. If this box is not checked the application will not be processed.</p>		
Submission of Application		
<p>This application must be received by the City at least 15 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>		
<p>As part of the review of the Application the Historic District Commission will schedule a Site Visit during the meeting to review the structure. The Historic District Commission reserves the right to request additional information from the applicant prior to a final decision on requests. <i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></p>		
Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Description of Work		
<p>Be specific and describe the proposed demolition – Use additional sheets if necessary.</p> <hr/> <hr/> <hr/> <hr/> <hr/>		

Justification of Request			
1.	Whether reasonable measures can be taken to save the historic structure or site. _____ _____		
2.	The condition of the structure and its probable life expectancy. _____ _____		
3.	The reason for demolishing the structure and whether or not alternatives exist. _____ _____		
4.	Whether or not relocation of the structure would be a practical and preferable alternative to demolition. _____ _____		
5.	The public necessity of the proposed demolition. _____ _____		
6.	The public purpose or interest in the land or building(s) to be protected. _____ _____		
7.	Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans would be on the character of the surrounding area. _____ _____		
8.	Whether the historic structure or site is capable of earning reasonable economic return on its value. _____ _____		
9.	Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district. _____ _____		
<p align="center">Authorization</p> <p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i></p> <p>Applicant Signature: _____ Date: _____</p>			
<p align="center">Office Use Only</p>			
<table border="1"> <tr> <td>Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')</td> <td>Receipt # _____</td> </tr> </table>		Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')	Receipt # _____
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')	Receipt # _____		
<p>Signature: _____ Date: _____</p>			



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Historical Record Information for Demolition Projects

Please

Standards

If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.

Property Information

Address: _____ Parcel # _____

Historical Name of Building: _____

Applicant Information

Name of Owner: _____

Address: _____

Phone #: _____ Cell#: _____ e-mail: _____

Name of Contractor (if applicable): _____

Address: _____

Phone #: _____ Cell#: _____ e-mail: _____

License Number: _____ Expiration Date: _____

Description of Work

☐ Demolition of part of a building ☐ Demolition of all the building

Required Information

Photographs

☐ Photographs of the exterior of the building (all sides available)

☐ Photographs of the interior of the building (all areas i.e. basement, first floor, second floor)

Drawings

☐ Measured drawings of the elevation and footprint of the structure must be submitted drawn to scale

Authorization

As the owner of the building located at _____ the attached information is submitted for review by the Historic District Commission or their agent. If review shows the information to be complete a Notice to Proceed or Certificate of Appropriateness will be issued.

Signature: _____ Date: _____

Office Use Only

Fee: ☐ \$50.00 (Checks made payable to 'City of Manistee') Receipt # _____

Reviewed by: _____ Date: _____

☐ Approved ☐ Additional information required



Routine Repair and Maintenance Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Routine Repair & Maintenance - The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. Requests for Routine Repair and Maintenance must be approved by the Museum Director or Curator.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
↓
- 3** **Request Approved** – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Application for Routine Maintenance

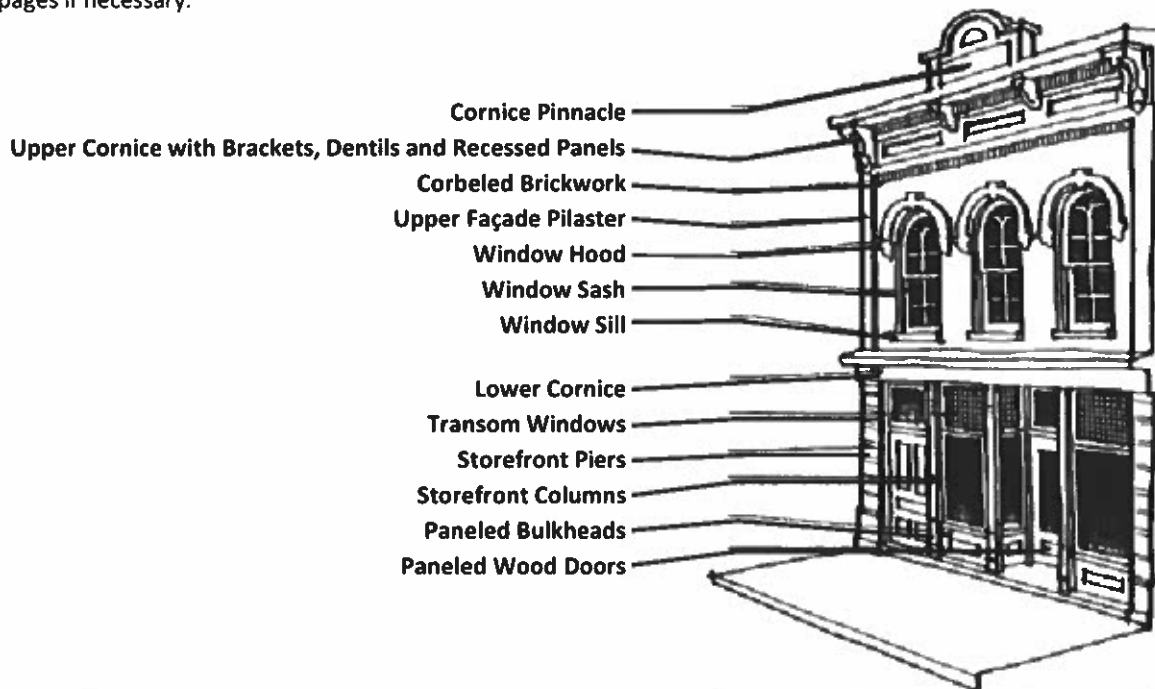
Certificate of Appropriateness

Please Print

Submission of Request		
The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the requests for routine repair and maintenance in the district. Approved Routine Repair & Maintenance projects will post a copy of the application in the window of the building. Once a permit is issued the permit will be posted in its place until work is completed.		
Property/Applicant Information		
Address:		Parcel #
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Description of Work		
Describe the proposed project [Use checklist to detail project]		
Proposed Start Date _____ Proposed Completion Date _____		
Authorization		
<i>By Signing this form the Applicant/Owner agrees that in the event Historical Elements are uncovered /discovered during this maintenance the element must be left in place. Removal may be allowed with the prior approval of the Museum Director or the Community Development Director. The applicant is responsible to contact either of them for assistance before removing any historical element. (The applicant may wish to contact the Museum Director or Community Development Director before proceeding with the maintenance to determine the potential value of the discovery and/or potential resources for and benefits of restoration of the element.)</i>		
Applicant Signature: _____		Date: _____
<small>EXAMPLE: Old glass is discovered behind an added wood panel that is being replaced as part of an approved maintenance project. The old glass must be left in place; the finding must be documented (photographed from all angles); Then prior approved maintenance may proceed; the Museum Director or Community Development Director must be informed of the finding and provided with the documentation for file. This allows documentation of the existing element for future reference in the event of redevelopment/restoration or sales to prospective buyers interested in historic restoration/tax credits.]</small>		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #
Signature: _____		Date: _____

Routine Maintenance Checklist

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example

<input type="checkbox"/> Cornice Pinnacle:	<u>N/A</u>
<input checked="" type="checkbox"/> Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
<input checked="" type="checkbox"/> Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



Historic District Commission

Kyle Storey
Planning/Zoning Administrator
395 Third St.
Manistee, MI 49660
231.398.3576
kstorey@manisteecountymi.gov
www.manisteemi.gov

Outstanding Permits

As of 1/29/2020

Date Originally Approved	Permit #	Status	Address	Name	Details	Status
3/7/12 4/2/15 4/2/15	PHDC12001 PHDC15004 PHDC15005	Expires 6/30/20	411 River St	Jeff Gordon	Entrance Door Storefront East Façade	Final Extension
10/02/08 7/10/09 6/6/11	PHDC08032 PHDC09014 PHDC11009	Expires 6/30/20	347/349 River St	Paula Rozmarek	Ledge Reconstruction Storefront Renovation/Restoration Entrance Door Replacement	Final Extension
5/02/19	PHDC19-001	Expires 5/01/20	354 River St	Cherri/Gerald Koblinski	Painting Building	In progress
7/31/19	PS19-010	Expires 7/30/20	432 River St	Manistee Elks Lodge	Awning Replacement	In progress
9/06/19	PHDC19-004	Expires 9/5/20	340 River St	Kellen Keck	Painting Building	In progress

